US Department of Education



FAFSA on the Web Redesign Detail Design Document: Signature Process

Version 1.0

Revision History

| Date | Version | Description | Author |
|-----------|---------|-----------------------------------|----------------|
| 5/09/2001 | 1.0 | Detail Design – Signature Process | David Williams |

| FAFSA ON THE WEB REDESIGN | |
|---|----|
| DETAIL DESIGN DOCUMENT: SIGNATURE PROCESS | |
| VERSION 1.0 | |
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1 Introduction

These are the Detail design Document for **2001-2002 FAFSA** on the **Web (a.k.a. FOTW)**, a module of the U.S. Department of Education's Web Applications web site (http://www.fafsa.ed.gov), which enables students to complete and submit an initial Free Application for Federal Student Aid (FAFSA).

2 Object Definitions

2.1 Controller Objects

2.1.1 PathController

This servlet is the entry point to the application and controls the flow of navigation. The control of the navigation is tightly controlled since the user must use the navigation of the page and can not use and browser navigation. The PathController has the following properties and methods:

Properties

CINavState – this is the object that records the navigation during the user' session.

Methods

- doGet calls do Post
- doPost
 - o adds the proper objects to the session object if the session is new
 - sets all the properties of the navstate object
 - o sends the application to the correct controller (Apply or Signature or ...)
- init this methods initializes the paths for the pages the first time it is accessed
- isPageConsistent checks to see if the page variable is available or sends them to the inconsistent_pages page and explains to the user that they must stick to the pages navigation.
- redr Used to redirect to the page that is passed in as a parameter

2.1.2 NavState

This is the object that holds the navigation variables for the user's session. It has the following properties:

- iAction the action chosen by the user. List can be found in the appendix of this document.
- iPage the page ID. List found in the appendix of this document.
- iSavedPage the page id of the last page the user was on when they saved the application.
- iStep the step they were on when they saved the application.
- szDetour the detour flag.
- szHelpURL the path to the help file for the page.
- szLanguage either English or Spanish.

2.1.3 ApplyController

This the servlet that controls the navigation and flow of the apply process. It has the following methods:

- doPost this checks the action selected by the user and calls the method to deal with the action
- exit this method takes care of calling the save application process before directing the user to an exit page.
- next this method calls the method for the page that the user is coming from. It calls the method that corresponds to
 the page through the use of a switch statement.
- noop this method is the default method if there is no navigation data set for the session. It checks if there is any stdata in the request object (user is coming from the PIN site) and decrypts that if necessary. Then is directs the user to the YES or NO PIN pages.
- prev this method takes in the page the user is coming from and moves then back one. It finds the previous page using a switch statement and then redirects the user to that page.
- save this methods saves the application data in the temporary database and then redirects the user to the Filloutapp_Save_app page.
- a method for each page that submits information individual method for each page that the user is coming from.

2.1.4 SignatureController

This the servlet that controls the navigation and flow of the eSignature process. It has the following methods:

- doPost this checks the action selected by the user and calls the method to deal with the action
- exit this method takes care of calling the save application process before directing the user to an exit page.
- next this method calls the method for the page that the user is coming from. It calls the method that corresponds to the page through the use of a switch statement.
- noop this method is the default method if there is no navigation data set for the session. It checks if there is any stdata in the request object (user is coming from the PIN site) and decrypts that if necessary. Then is directs the user to the YES or NO PIN pages.
- prev this method takes in the page the user is coming from and moves then back one. It finds the previous page using a switch statement and then redirects the user to that page.
- a method for each page that submits information individual method for each page that the user is coming from.

2.2 Step 8 - Signature Pages for 2001-2002 FAFSA on the Web

This section contains information about the servlet HTMLand jsp pages and their elements for Step 8 called under the Form FAFSA site and described by the tables below. This applications module can be accessed through the option for "Entering a FAFSA Online" found in the index page of the Web Apps web site followed by the option to "Fill Out a FAFSA".

2.2.1 Filloutapp_Sign1.jsp - Secure

| Johnnana Dull | Confinanti Button tempiate #1 | | | |
|---------------|---|--|--|--|
| Control Type | Text or Description | Action | | |
| heading | In order for your FAFSA to be processed, you will need to provide your signature. There are three ways that your signature can be provided: • Electronically Sign - Use your U.S. Department of Education PIN to electronically sign your FAFSA. If you already have a PIN, but do not have it available to electronically sign now, choose the option "Electronically Sign My FAFSA". You will be able to electronically sign your FAFSA at the end of the application by selecting "Electronically Sign My FAFSA" on your confirmation page. • Print Signature Page - You must have printer access from your current computer to print a signature page. You will need to sign and mail it to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive your signature page. Printing will not submit your application! • Wait for SAR- We will send you a Student Aid Report | N/A | | |
| | (SAR) in the mail that you must sign and return to us. We will not be able to send complete processing your FAFSA until after we receive your signed SAR in the mail. | | | |
| Radio Buttons | How do you want to provide your signature? | 1 = Electronically Sign my FAFSA 2 = Print Signature Page 3 = Wait for SAR to come in the mail | | |

2.2.2 Filloutapp_Sign_print_ind.jsp - Secure

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|--|--|
| N/A | You have chosen to print a copy of your signature page. You will need to sign and mail your signature page to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive the signature page. If we do not receive your signature page within 14 days, we will mail you a SAR, which you will be directed to sign and return to the address listed on the SAR. Print Signature Page Once you have successfully printed the signature page, select the "Next" button below. | The print signature page button prints out the formatted signature page. |

2.2.3 Filloutapp_Sign2.jsp - Secure

| Control Type | Text or Description | Action |
|---------------|---|--|
| Heading | Because you have identified yourself as a dependent student in Step 3, you will need to have one parent, whose information is provided in Step 4, provide a signature. There are three ways that your parent's signature can be provided (you and your parent do not have to provide your signatures using the same method): • Electronically Sign - Have your parent use his or her U.S. Department of Education PIN to electronically sign your FAFSA. Your parent will be able to electronically sign your FAFSA at the end of the application by selecting "Electronically Sign My FAFSA" on your confirmation page. • Print Signature Page - You must have printer access from your current computer to print a signature page. Have your parent sign and mail it to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive the signature page. Printing will not submit your application! • Wait for SAR- We will send you a Student Aid Report (SAR) in the mail that your parent must sign and return to us. We will not be able to complete processing your FAFSA until after we receive your signed SAR in the mail. | N/A |
| Radio buttons | How does your parent want to provide his or her signature? | 1 = Electronically Sign my FAFSA 2 = Print Signature Page 3 = Wait for SAR to come in the mail |

2.2.4 Filloutapp_sign_print_dep1.jsp - Secure

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|---|--|
| Heading | You have chosen to print a copy of your signature page. You will need to sign and mail your signature page to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive the signature page. If we do not receive your signature page within 14 days, we will mail you a SAR, which you will be directed to sign and return to the address listed on the SAR. Print Signature Page Once you have successfully printed the signature page, select the "Next" button below | The Print Signature Page button prints off a formatted signature page. |

2.2.5 Filloutapp_Sign_print_dep2.jsp - Secure

Command Button template #1

| Command Button template #1 | | | | |
|----------------------------|--|--|--|--|
| Control Type | Text or Description | Action | | |
| Heading | You have chosen to print a copy of the signature page for your parent to sign. | The Print Signature Page button prints off a formatted signature page. | | |
| | Your parent will need to sign and mail the signature page to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive their signature page. If we do not receive your signature page within 14 days, we will mail you a SAR, which you will be directed to sign and return to the address listed on the SAR. | | | |
| | Print Signature Page Once you have successfully printed the signature page, select the Next button below. | | | |

2.2.6 Filloutapp_sign_print_dep3.jsp - Secure

| Control Type | Text or Description | Action |
|--------------|--|--|
| Heading | You have chosen to print a copy of the signature page for both yourself and your parent to sign. | The Print Signature Page button prints off a formatted signature page. |
| | You and your parent will need to sign and mail your signature page to us immediately after submitting your FAFSA, as we will not process your FAFSA until we receive the signature | |

page. If we do not receive your signature page within 14 days, we will mail you a SAR, which you will be directed to sign and return to the address listed on the SAR.

Print Signature Page

Once you have successfully printed the signature page, select the "Next" button below

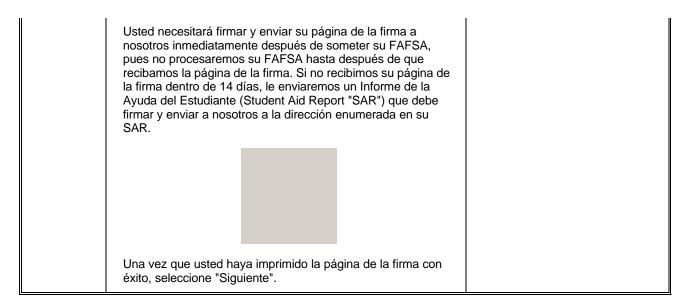
2.2.7 Filloutapp_Sign1.jsp - Secure (Spanish Version)

Command Button template #1

| Communa Datte | mmand Bullon lemplate # I | | | |
|---------------|---|--|--|--|
| Control Type | Text or Description | Action | | |
| Heading | Para que su FAFSA sea procesado, usted necesitará proporcionar su firma. Hay tres maneras que su firma puede ser proporcionada: • Firme Más Tarde Electrónicamente - Utilice su PIN del Departamento de la Educación para firmar su FAFSA más tarde electrónicamente. Si usted ya tiene un PIN, pero no lo tiene disponible ahora para firmar electrónicamente, seleccione "Firmar Mi FAFSA Más Tarde Electrónicamente ". Usted podrá firmar su FAFSA si seleccioná "Firmar Mi FAFSA Electrónicamente" bajo la sección Terminando Su FAFSA. • Imprima Página de la Firma - Usted debe tener acceso a una impresora de su computadora actual para imprimir una página de la firma. Usted necesitará firmar y enviar su página a nosotros inmediatamente después de someter su FAFSA, pues no procesaremos su FAFSA hasta después de que recibamos su página de la firma. ¡La impresión de la página de la firma no someterá su aplicación! • Espera el SAR - Le enviaremos un Informe de la Ayuda del Estudiante (Student Aid Report "SAR") por correo que usted debe firmar y enviar a nosotros. No podremos terminar el proceso de su FAFSA hasta después de que recibamos su SAR firmado por correo. | N/A | | |
| Radio Buttons | ¿Cómo usted desea proporcionar su firma? | 1 = Firme Más Tarde Electrónicamente 2 = Imprima Página de la Firma 3 = Espere el SAR por Correo | | |

2.2.8 Filloutapp_Sign_print_ind.jsp - Secure (Spanish Version)

| Control Type | Text or Description | Action |
|--------------|---|--|
| N/A | Usted ha elegido imprimir una copia de su página de la firma. | The print signature page button prints out the formatted signature page. |



2.2.9 Filloutapp_Sign2.jsp - Secure (Spanish Version)

| Control Type | Text or Description | Action |
|---------------|--|--------------------------------------|
| Heading | Porque usted se ha identificado como un estudiante dependiente en el paso número 3, usted necesitará que uno de sus padres, de quién su información fue proporcionada en el paso número 4, firme su aplicación. Hay tres maneras que la firma de su padre puede ser proporcionada (usted y su padre no tienen que proporcionar sus firmas usando el mismo método): | N/A |
| | Firme Más Tarde Electrónicamente - Su padre necesitará utilizar su propio PIN del Departamento de la Educación para firmar su FAFSA más tarde electrónicamente. Su padre será capaz de firmar su FAFSA más tarde si seleccioná "Firmar Mi FAFSA Electrónicamente" bajo la sección Terminando Su FAFSA. | |
| | Imprima Página de la Firma - Usted debe tener acceso a una impresora de su computadora actual para imprimir una página de la firma. Su padre necesitará firmar y enviar su página a nosotros inmediatamente después de someter su FAFSA, pues no procesaremos su FAFSA hasta después de que recibamos su página de la firma. ¡La impresión de la página de la firma no someterá su aplicación! | |
| | Espera el SAR - Le enviaremos un Informe de la Ayuda del Estudiante (Student Aid Report "SAR") por correo que su padre debe firmar y enviar a nosotros. No podremos terminar el proceso de su FAFSA hasta después de que recibamos su SAR firmado por correo. | |
| Radio buttons | ¿Cómo sus padre desea proporcionar su firma? | 1 = Firme Más Tarde Electrónicamente |

| | 2 = Imprima Página de la Firma |
|--|--------------------------------|
| | 3 = Espere el SAR por Correo |

2.2.10 Filloutapp_sign_print_dep1.jsp - Secure (Spanish Version)

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|--|--|
| Heading | Usted ha elegido imprimir una copia de su página de la firma. Usted necesitará firmar y enviar su página de la firma a nosotros inmediatamente después de someter su FAFSA, pues no procesaremos su FAFSA hasta después de que recibamos la página de la firma. Si no recibimos su página de la firma dentro de 14 días, le enviaremos un Informe de la Ayuda del Estudiante (Student Aid Report "SAR") que debe firmar y enviar a nosotros a la dirección enumerada en su SAR. | The Print Signature Page button prints off a formatted signature page. |
| | Una vez que usted haya imprimido la página de la firma con éxito, seleccione "Siguiente". | |

2.2.11 Filloutapp_Sign_print_dep2.jsp - Secure (Spanish Version)

| Control Type | Text or Description | Action |
|--------------|--|--|
| Heading | Usted ha elegido imprimir una copia de su página de la firma para que uno de sus padres proporcione su firma. Su padre necesitará firmar y enviar su página de la firma a nosotros inmediatamente después de someter su FAFSA, pues no procesaremos su FAFSA hasta después de que recibamos la página de la firma. Si no recibimos su página de la firma dentro de 14 días, le enviaremos un Informe de la Ayuda del Estudiante (Student Aid Report "SAR") que su padre debe firmar y enviar a nosotros a la dirección enumerada en su SAR. Una vez que usted haya imprido la página de la firma con | The Print Signature Page button prints off a formatted signature page. |

éxito, seleccione "Siguiente".

2.2.12 Filloutapp_sign_print_dep3.jsp - Secure (Spanish Version)

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|---|--|
| Heading | Usted ha elegido imprimir una copia de su página de la firma para que usted y uno de sus padres proporcionen sus firmas. Usted y su padre necesitaran firmar y enviar su página de la firma a nosotros inmediatamente después de someter su FAFSA, pues no procesaremos su FAFSA hasta después de que recibamos la página de la firma. Si no recibimos su página de la firma dentro de 14 días, le enviaremos un Informe de la Ayuda del Estudiante (Student Aid Report "SAR") que usted y su padre deben firmar y enviar a nosotros a la dirección enumerada en su SAR. | The Print Signature Page button prints off a formatted signature page. |
| | Una vez que usted haya imprimido la página de la firma con éxito, seleccione "Siguiente". | |

2.3 eSignature Pages

This section contains information about the servlet HTML and jsp pages and their elements for the eSignature process called under the Form FAFSA site and described by the tables below. This applications module can be accessed through the option for "Provide an electronic Signature" found in the index page of the Web Apps web site.

2.3.1 Complete007.htm - Secure

| Control Type | Text or Description | Action |
|--------------|---|---|
| Heading | 2.4 Provide Electronic Signatures | Directs the correct signature page for the selected date. |
| | Students and Parents can use this site to electronically sign submitted FAFSA Express and FAFSA on the Web applications, including FAFSA on the Web, the Renewal FAFSA on the Web, and FAFSA Corrections on the Web. You must first submit a FAFSA in order to provide an electronic signature. If you have not filled out a FAFSA and | |
| | would like to fill out a FAFSA on the Web, please select Completing a FAFSA. | |
| | To electronically sign your FAFSA, students and parents (if applicable) must have a PIN. If you do not have or forgot your | |

PIN, go to the PIN Site. In order to provide an electronic signature, we will ask you for some basic identifying information and your PIN, as well as whether you're signing as a student or a parent. If you're signing as a parent you will also need to supply information about the student. We will then ask you what type of application you want to electronically sign. Please note: if you do not receive a confirmation page and number, then the Department of Education has not received your electronic signature. What is the school year of the application you would like to sign? The 2000-2001 School Year (July 1st, Select 2000 - June 30th, 2001) The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002)

2.4.1 CompleteSign_1.jsp- Secure

Command Button template #1

| Control Type | Text or Description | | Action |
|--------------|---|--------|--|
| Heading | Are you signing the application as a Student or a Parent? | Select | Directs the user to the parent or student side of the signing process. |

2.4.2 CompleteSign_Parent.jsp - Secure

| Control Type | Text or Description | Action |
|--------------|---|--------|
| Heading | If you are a parent signing a daughter or son's application, you must supply the following information about the student so we can match your signature to the student's application. | N/A |
| Text | What is the student's Social Security Number? | |
| Text | Please enter this number without the dashes. For example, 123456789. What are the first two (2) letters of the student's last name? | |
| 3 Text | What is the student's date of birth? | |
| | Please enter this date in "mm/dd/CCyy" format. For example, August 17, 1975 is 08/17/1975. | |

2.4.3 CompleteSign_SigExists.jsp - Secure

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|--|---|
| Heading | 2.4.4 Electronic Signature already submitted. You currently have an electronic signature waiting to be processed. If you need to submit another signature, you must wait until the current electronic signature has been processed. This process typically takes 24 hours, excluding weekend and designated holidays. | Directs the correct signature page for the selected date. |

$2.4.5 \quad Complete Sign_SignMatch.jsp-Secure$

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|--|--------|
| Heading | 2.4.6 Parents' and student's data match. You answered that you were signing as a parent, however, the information you supplied as the Parent is identical for the information you supplied for the student. The Social Security Numbers for the Parent and Student cannot be the same. To start the process of signing a FAFSA application or FAFSA Correction over, select Try Again. | N/A. |
| | Please note: if you do not receive a confirmation page and number, then the Department of Education has not received your electronic signature. | |

2.4.7 CompleteSign_NoRecord.jsp - Secure

| Control Type | Text or Description | Action |
|--------------|--|--------|
| Heading | 2.4.8 Application not found. We did not find an application for you, so we don't have anything to apply your signature to. Possible reasons for this are: You may have typed the information on one of the previous pages incorrectly, or The information you typed may not match what we have in our database. To start the process of signing a FAFSA application or FAFSA | N/A |

Correction over, select Try Again

2.4.9 CompleteSign_Disclaim.jsp - Secure

Command Button template #1

| Control Type | Text or Description | Action |
|--------------|---|---|
| Heading | 2.4.10 PLEASE READ BEFORE PROCEEDING Transmission of your electronic signature information via this web site to the U.S. Department of Education by providing your social security number, the first two characters of your last name, your date of birth, and the PIN provided to you by the U.S. Department of Education, represents your "electronic signature" for that application or correction form. By transmitting your electronic signature information you certify that all of the information provided on the FAFSA application or FAFSA correction form is true and complete to the best of your knowledge. If asked, you agree to give proof of that information, which may include a copy of your U.S. or state income tax form. If you purposely certify to false or misleading information, you may be fined \$10,000, sent to prison, or both. You also certify that: • You will use any federal student aid funds received during the award year covered by this application solely for educational expenses related to attendance during that year at the institution of higher education that determined eligiblity for those funds; • You are not in default on a Title IV educational loan, or you have repaid or made satisfactory arrangements to repay your loan if you are in default; • You do not owe an overpayment on Title IV educational grant, or you have made satisfactory arrangements to repay that overpayment; • and You will notify your school if you do owe an overpayment or are in default. If you are not able to certify to all of the above you must not transmit your electronic signature information and must exit this form immediately. We will not save your data. To sign the application now select the "Submit My Signature". To Exit without signing, select "Exit". | Directs the correct signature page for the selected date. |

2.4.11 CompleteSign_3Confirm.jsp - Secure

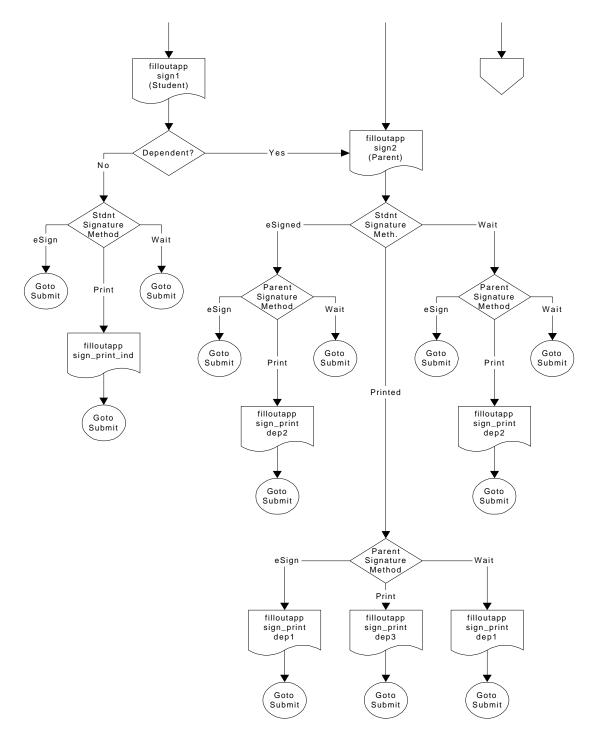
| Control Type | Text or Description | Action |
|--------------|---------------------|--------|
|--------------|---------------------|--------|

| Heading | 2.4.12 Electronic Signature Confirmation | Directs the correct signature page for the selected date. |
|---------|--|---|
| | Confirmation Stamp: XXXXXXXXXXXXXX ED XX/XX/XXXX XX:XX:XX | |
| | Thank you for using the Electronic Signatures for FAFSA on the Web. | |
| | We recommend you print and save this page for your records. | |
| | If you need to apply another signature to an application, select Electronically Sign My Application. You may need to do this if you have to apply both a student and a parent signature to an application. For example, you, the student, just signed your application and we also require a parent's signature to process the application. If your parent has a PIN, they can now electronically sign your application. | |

3 Process Flow Details

3.1 Process Flow for Step 8 – Signature

The navigation for Step 8 is controlled by the FOTW application and can be referenced in the FOTW_DDD.doc.

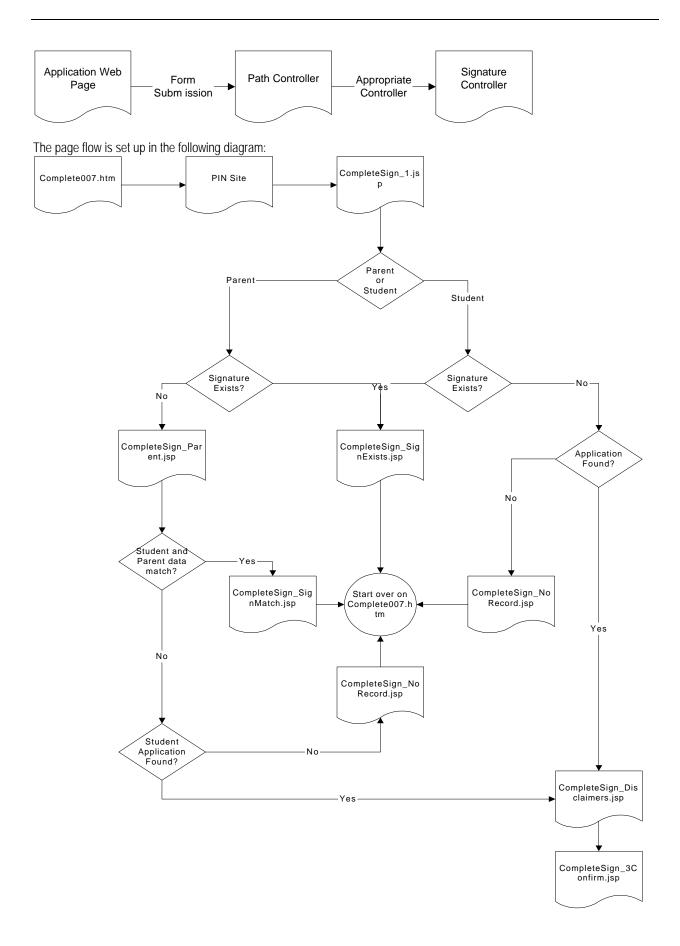


3.2 Process Flow Chart for eSignature

The navigation throught the eSignature process is set up as follows.

The navigation is set up as in the apply process except using the SignatureController instead of the ApplyController. See FOTW_DDD.doc for details.

The servlet architecture is setup by the following diagram:



3.3 Error Handling

Work in progress.

4 Appendix

4.1 Navigation Constants

| Novigation Action | Constant Value | Description |
|-------------------|----------------|---|
| Navigation Action | | |
| NOOP | 10 | No operation (default or first time into the application) |
| NEXT | 11 | Next page |
| PREV | 12 | Previous page |
| REDR | 13 | Redirect |
| CONT | 14 | Continue (If navigation is confused) |
| SAVE | 15 | Save the session data |
| EXIT | 16 | Exit application |
| SRCH | 60 | Search for a school code |
| VRFY | 61 | Verify as school code |
| DELT | 62 | Delete a school code |
| SMRY | 63 | Review pages |
| SUBM | 64 | Submit the application to the db |

4.2 Step Constants

| Step | Description |
|------|--------------------|
| 00 | Introduction |
| 01 | Personal Info |
| 02 | Financial Info |
| 03 | Dependency Status |
| 04 | Parent Info |
| 05 | Household Info |
| 06 | Schools |
| 07 | Final Check/Review |
| 08 | Signatures |
| 09 | Print |
| 10 | Submit |

4.3 Page IDs

| Current PageID | Step | Name/Desc. |
|----------------|------|------------------------------|
| 10910 | 8 | Filloutapp_Sign1 |
| 10920 | 8 | Filloutapp_Sign2 |
| 10930 | 8 | Filloutapp_Sign_print_ind |
| 10940 | 8 | Filloutapp_Sign_print_dep1 |
| 10950 | 8 | Filloutapp_Sign_print_dep2 |
| 10960 | 8 | Filloutapp_Sign_print_dep3 |
| 70110 | 8 | CompleteSign_1.jsp |
| 70130 | 8 | CompleteSign_Parent.jsp |
| 70120 | 8 | CompleteSign_SignExists.jsp |
| 70140 | 8 | CompleteSign_SignMatch.jsp |
| 70170 | 8 | CompleteSign_NoRecord.jsp |
| 70150 | 8 | CompleteSign_Disclaimers.jsp |
| 11060 | 8 | CompleteSign_Confirm.jsp |

4.4 JavaScript Validation Functions

Name of Function What it validates

Makes sure it does not contain certain characters

Is Password 1 = password 2

Only letters

IsTwoCharacterName Length of 2
IsFieldEmpty Empty field

IsDate Must be a valid date

IsMonthYear The month and year are valid

IsName Must be letters

Length of 1

IsMiddleInitial Only letters

IsAddress Only letters and some characters allowed

IsCity Only letters

IsZipCode Only numbers and correct length

IsAreaCode Length of 3 and only numbers

IsPrefix Length of 3 and only numbers

IsExtension Length of 4 and only numbers

IsDriversLicenseNumber Letters and numbers

IsARN Only numbers

IsSignedInteger Only positive integers

IsUnsignedIntegers All integers

IsSSN Only numbers and correct format

IsEIN Only numbers

IsSchoolName Only letters and some characters

IsSixChecked Not more than six schools selected

IsEmailAddress Correct email address format

IsChecked At least one radio button selected

IsSelected Combo box selected

4.5 FormApplyBean Properties.

The FormApplyBean stores the session data for the user, including all of their answers to the questions.

Page: Page where the field is entered

Field Name: Name of the field where the value is stored

<u>Description</u>: Description of the field's purpose.

| Page | Description | | Field Name |
|---------|---------------------------|---------------------|------------|
| step_1a | Last Name | szLastName | |
| step_1a | First Name | szFirstName | |
| step_1a | Middle Name | szMiddleName | |
| step_1a | Street Address | szAddress | |
| step_1a | City | szCity | |
| step_1a | State | szState | |
| step_1a | Zip Code | szZipCode | |
| step_1a | SSN Pre-pop | | |
| | | | |
| step_1b | DOB Month | | |
| step_1b | DOB Day | | |
| step_1b | DOB Year | | |
| | | | |
| step_1b | Permanent Phone Area Code | szPhoneAreaCode | |
| | | | |
| step_1b | Permanent Phone Prefix | szPhonePrefix | |
| . 11 | D D T | DI E | |
| step_1b | Permanent Phone Extension | szPhoneExtension | |
| step_1b | Drivers License | szDriversLicenseNu | mber |
| -t 1h | Duinana Liannaa Stata | a-Daireand in a Co | 4.0 |
| step_1b | Drivers License State | szDriversLicenseSta | te |

| step_1b | Citizen | iCitizen |
|--------------------|---|---------------------------------------|
| step_1b | Alien Registration Number | szARN |
| step_1b | Student Marital Status | iStudentMaritalStatus |
| step_1b | Student Marital Month | iStudentMaritalMonth |
| step_1b step_1b | Student Marital Year Early Analysis | iStudentMaritalYear iEarlyAnalysis |
| step_1c | Expected Summer 2001 enrollment | iEnrollmentSummer1 |
| step_1c | Expected Fall 2001 enrollment | iEnrollmentFall |
| step_1c | Expected Winter 2001-2002 enrollment | iEnrollmentWinter |
| step_1c | Expected Spring 2002 enrollment | iEnrollmentSpring |
| step_1c | Expected Summer 2002 enrollment | iEnrollmentSummer2 |
| step_1c | Fathers highest school | iFatherHighestLevel |
| step_1c | Mothers highest school | iMotherHighestLevel |
| step_1c | State of legal residence | szStudentLegalState |
| step_1c | Resident before Jan. 1, 1996 | iStudentResidentBefore |
| step_1c | Month you became a resident | iStudent Resident Before Month |
| step_1c | Year you became a resident | iStudent Resident Before Year |
| | | |
| step1c_x | Highest school your father completed | iFatherHighestLevel |
| step1c_x | Highest school your mother completed | iMotherHighestLevel |
| step1c_x | What is your state of legal residence | szStudentLegalState |
| step1c_x | Did you become a legal resident of this state before January 1, 1996 | iStudentResidentBefore |

| step1c_x | Month you became a legal resident of this state | iStudent Resident Before Month |
|----------|--|--------------------------------|
| step1c_x | Year you became a legal resident of this state | iStudent Resident Before Year |
| step1d | Are you a male? | iMale |
| step1d | Do you want the Selective Service to register you? | iSSRegister |
| step1d | What degree will you be working on during 01-02? | iProgramDegree |
| step1d | What will by your grade level when you begin the 01-02 school year? | iGradeLevel |
| step1d | Will you have a high school diploma or GED before you enroll? | iHSDiploma |
| step1d | Will you have your 1st bachelor degree before 7/1/2002 | iDegreeBefore |
| step1d | Are you interested in student loans? | iStudentLoan |
| step1d | Are you interested in work study? | iStudentWorkStudy |
| step1d | Have you ever been convicted of possessing or selling illegal drugs? | iConvicted |
| step2a | For 2000, have you completed your IRS income tax return or another tax return? | iStudentFiled |
| step2b | What income tax return did you file or will you file for 2000? | iStudentTaxType |

| step2b | If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ? | iStudentFile1040A |
|----------------------------|---|-----------------------------------|
| step2b step2b step2b | Wages, salaries, tips, etc. Interest Income Dividends | iWages iInterest iDividends |
| step2b | Other taxable income | iOther |
| step2b | IRS-allowable adjustments to income | iAdjustments |
| step2b | What was your adjusted gross income for 2000? | iAGI |
| step2c | Enter the total amount of your income tax for 2000 | iStudentIncomeTax |
| step2c | Enter your exemptions for 2000 | iStudentExemptions |
| step2c | How much did you earn from working in 2000? | iStudentIncome |
| step2c | How much did your spouse earn from working in 2000? | iSpouseIncome |
| step2c_x | How much did you earn from working in 2000? | iStudentIncome |
| step2c_x | How much did your spouse earn from working in 2000? | iSpouseIncome |
| step2d | WA1. Earned income credit from the IRS Form line: | iEIC |
| step2d | WA2. Additional child tax credit from IRS Form 1040-line 62 or 1040A-line 39 | iChildTax |

WA3. Welfare benefits, including Temporary Assistance for Needy iWelfare step2d Families WA4. SS benefits received that were not taxed step2d iSSUntaxed Total of Student's Worksheet A(WSA) NOTE: This is the step2d combined total of items 72-75 iTotal WB1. Payments to tax deferred pension and savings plans, include amounts reported on the W-2 form in step2e Box 13, codes D, E, F, G, H, and S iPayTaxDef WB2. IRA deductions and payments to self-employed SEP, SIMPLE and Keogh and other qualified plans from IRS Form 1040-total of lines 23+29 iPayIRA step2e or 1040A-line 16 WB3. Child support received for all step2e children iChildSupport WB4. Tax exempt interest income from IRS Form 1040-line 8b or step2e 1040A-line 8b iExemptInterest WB5. Foreign income exclusion from

IRS form 2555- line 43 or 2555EZ-

step2e

line 18

iForeign

WB6. Untaxed portions of pensions from IRS form 1040-lines (15a minus 15b) + (16a minus 16b) or 1040A-lines (11a minus 11b) + (12a minus

step2e 12b) excluding rollowvers:

iUntaxedPension

WB7. Credit for federal tax on special fuels from IRS Form 4136 line 9 -

step2e nonfarmers only

iFuel

WB8. Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of

step2e benefits)

iAllowance

WB9. Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensatin (DIC) and/or VA

step2e Educational Work Study allowances iVetBenefits

WB10. Any other untaxed income not reported elsewhere on Worskeets A and B, such as worker's comp, untaxed prtions of railroad retirement benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, Workforce Investments Act educational benefits, or benefits from flexible spending

step2e

arrangements, eg. cafeteria plans iOther

WB11. Cash received, or any money paid on your behalf, not reported

step2e elsewhere on this form:

iCash

Total of Student's Worksheet

B(WSB) NOTE: This is total of items

step2e 78-88 above

iTotal

WC1. Education credits (Hope and Lifetime Learning tax credits) from

IRS form 1040- line 46 or 1040A -

step2f line 29 iEducation

WC2. Child support paid because of divorce or separation. Don't include support for children living in your

step2f household, as reported in Quesiton 84 iChildSupport

WC3. Taxable earnings from federal Work-Study or other need-based work iWorkStudystep2f programs WC4. Student grant, scholarship, and fellowship aid, including AmeriCorps awards, that was reported to the IRS in your (the student's) adjusted gross step2f iGrant income 46. Total of Studen'ts Workshet C(WSC) NOTE: this is the total of items 91-94 above iTotal step2f As of today, what is the net worth of step2g your current investments? iStudentInvestmentsAs of today, what is the net worth of your current businesses and/or investment farms? iStudentBusiness step2g As of today, what is your total current balance of cash, savings, and step2g checking accounts? iStudentCash If you receive veterans education benefits, for how many months from July 1, 2001 through June 30, 2002 iVetEdMonths step2g will you receive these benefits?

What amount of veteran education

benefits will you receive per month? iVetEdBenefits

step2g

| step3a | Were you born before 1/1/1978? | iDOBPrior |
|------------------|---|---------------------------------|
| step3a | Will you be working on a master's or doctorate during the school year 01-02? | iGraduateProgram |
| step3a | As of today, are you married? | iMarried |
| step3a | Do you have children who receive more than half of their support from you? | iDependentSupport |
| step3a | Do you have dependents who live with you and who receive more than half of their support from you, now and through 6/30/02? | iDependentLive |
| step3a | Are you an orphan or ward of the court, or were you a ward of the court until age 18? | iOrphan |
| step3a | Are you a veteran of the U.S. Armed Forces? | iVeteran |
| | Do you want to answer questions | 'GL' - D |
| step3b | about your parents? | iSkipParent |
| step3b_x | no fields | |
| step4a | Maritial status | iParentMaritalStatus |
| step4a step4a | Fathers ssn - going to one text box Fathers last name | szFatherSSN szFatherLastName |
| step4a step4a | Mothers ssn - going to one text box Mothers last name | szMotherSSN szMotherLastName |

| step4b | Parents other children | iParentHHSChild |
|------------------|--|---|
| step4b | Other people with parents | iParentHHSOther |
| step4b | # of family members | iParentHHMembers |
| step4b | How many college students? | iParentHHCollege |
| step4c | Parents state of residence | szParentLegalState |
| step4c | Did parents become legal before 1996? | iParentResidentBefore |
| step4c | Month of legal residence | iParentResidentBeforeMonth |
| step4c step4c | Month of legal residence Age of older parent | iParentResidentBeforeYear iParentAge |
| step4c | Have they completed tax form yet? | iParentFiled |
| step4d | Type of parents income tax form | iParentTaxType |
| step4d | Elegible to file a 1040a? | iParentFile1040A |
| step4d | Parents Wages, salary, tips, etc | iWages |
| step4d step4d | Parents interest income Parents dividends | iInterest iDividends |
| step4d | Other taxable income | iOther |
| step4d | IRS allowable adjustments | iAdjustments |
| step4d | Parents adjusted gross income | iAGI |
| step4e | Parents income tax for 2000 | iParentIncome |
| step4e step4e | Parents exemptions for 2000 Father earn in 2000 | iParentExemptions iFatherIncome |
| step4e | Mother earn in 2000 | iMotherIncome |

| step4e_x | How much did father earn? | iFatherIncome |
|---|--|--|
| step4e_x | How much did mother earn? | iMotherIncome |
| step4f | Earned income credit | iEIC |
| step4f step4f | Additional child tax credit Welfare benefits | iChildTax iWelfare |
| step4f step4f | Social Security benefits Total | iSSNUntaxed iTotal |
| step4g | payments to tax deferred pension | iPayTaxDef |
| step4g | IRA deductions and payments to self employed | iPayIRA |
| step4g | Child support for all children | iChildSupport |
| step4g | Tax exempt interest income from the IRS | iExemptInterest |
| | | |
| step4g | Foreign income exclusion | iForeign |
| step4g step4g | Foreign income exclusion Untaxed portion of pensions | iForeign iUntaxedPension |
| | _ | |
| step4g | Untaxed portion of pensions | iUntaxedPension |
| step4g step4g | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living | iUntaxedPension iFuel |
| step4g step4g step4g | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living allowances | iUntaxedPension iFuel iAllowance |
| step4g step4g step4g step4g step4g | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living allowances Veterans non-education benefits Any other untaxed income. | iUntaxedPension iFuel iAllowance iVetBenefits iOther |
| step4g step4g step4g step4g step4g step4g step4g | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living allowances Veterans non-education benefits Any other untaxed income. Total | iUntaxedPension iFuel iAllowance iVetBenefits iOther iTotal |
| step4g step4g step4g step4g step4g step4g step4g step4g step4g step4d | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living allowances Veterans non-education benefits Any other untaxed income. Total Education credits from IRS | iUntaxedPension iFuel iAllowance iVetBenefits iOther iTotal |
| step4g step4g step4g step4g step4g step4g step4g step4g step4d step4h | Untaxed portion of pensions Credit for federal tax on fuels. Housing, food and other living allowances Veterans non-education benefits Any other untaxed income. Total Education credits from IRS Child support being paid. | iUntaxedPension iFuel iAllowance iVetBenefits iOther iTotal iEducation iChildSupport |

Net worth of your parent's

step4i investments? iParentInvestments

step4i Net worth of your parents businesses? iParentBusiness

step4i Parent's total cash? iParentCash

Household info - # of children if

step5a provided more than 1/2 their support iYourself

Household info - # of children if

step5a provided more than 1/2 their support iMarried

Household info - # of children if

step5a provided more than 1/2 their support iStudentHHSChild

Others that you have provided 1/2

step5a their income. iStudentHHOther

step5a # of family members in 2001 - 2002? iStudentHHMembers

How many of above will be college students between July 1, 2001, and

students between July 1, 2001, and

step5a June 30, 2002? iStudentHHCollege

step5a_x no fields

step6a Search page - fill in key words.

szCity szState szCode0 szCode1

szName

szCode2 szCode3 szCode4

szCode5

step6b schoolbeans 1 - 6

| step6b | Federal School code | szCode |
|--------|---------------------|------------|
| step6b | Name of College | szName |
| I | Housing plan | szHousingF |

I Housing plan szHousingPlan

step6bCollege cityszCitystep6bCollege stateszState

Which school year are you applying

step6b for?

step6c Search page - fill in key words.

step6d schoolbeans 1 - 6

step6dFederal School codeszCodestep6dName of CollegeszNamestep6dHousing planszHousingPlan

step6dCollege cityszCitystep6dCollege stateszState

Which school year are you applying

step6d for?

step6e schoolbeans 1 - 6

step6eFederal School codeszCodestep6eName of CollegeszName

step6e Housing plan szHousingPlan

step6f schoolbeans 1 - 6

step6fFederal School codeszCodestep6fName of CollegeszName

step6f Housing plan szHousingPlan

step6fCollege cityszCitystep6fCollege stateszState

Which school year are you applying

step6f for?

step6g schoolbeans 1 - 6

step6gFederal School codeszCodestep6gName of CollegeszName

step6g Housing plan szHousingPlan

step6gCollege cityszCitystep6gCollege stateszState

Which school year are you applying

step6g for?

step6h schoolbeans 1 - 6

step6hFederal School codeszCodestep6hName of CollegeszName

step6h Housing plan szHousingPlan

Other than spouse or parents fill out

step7a your fafsa? iPreparer

Preparer's SSN - going to one text box

step7b for SSN szPreparerSSN

step7b Employer ID number szPreparerEIN